



Nevada Wing Civil Air Patrol FORM 173-3 CHECK REQUEST



- **Incomplete check request forms or missing/incomplete receipts will not be processed.**
- Submit this completed pdf form along with the following in a pdf packet to the Nevada Wing Administrator at bill@nvwg.cap.gov.
 - Copies of bills with line items highlighted are required for reimbursement (in pdf form) with ITEMIZED RECEIPTS.
 - Provide a clear and detailed description of each expense. *Travel; what event and where to? Fuel; what event? Award- What Purpose?*
 - Example: *Purchase of insignia, hats, shirts, patches, uniform clothing to be sold later at the squadron*
- All check request approvals will be submitted and approved via Sertifi.
- Reimbursements will be processed in accordance with CAPR 173-1, CAPR 173-3, and Nevada Wing publications. Reimbursement requests over 60 days from expenditure will not be processed.

Name of Unit Paying the Request: _____

Name or Company to be Paid: _____

Date: _____ CAPID: _____ Rank or Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DESCRIPTION OF EXPENSE- MUST BE ITEMIZED	COV ID #	AMOUNT
Total Amount Requested		

Name/Grade of Submitter: _____

Completing the NVCAPF 173-3

7 May 2016

1. There is no longer an approval block on the check request form. All forms will be approved via Sertifi.
 - a. Email the completed form plus all documentation (invoices, receipts, etc.) to the Wing Administrator.
 - b. The **preferred** method of submission is email with the check request form and documentation attached as PDF documents.
 - c. The Wing Administrator will quality-check the package and upload it to Sertifi for approval by the unit Commander (and the unit Finance Committee if required).
 - d. When all required approvals have been received, the Wing Administrator will issue a check.
2. Per CAPR 173-1, all personal reimbursements must be submitted within 60 days of incurring an expense or receiving an invoice. Requests for reimbursement presented after 60 days will not be honored.
3. No member is permitted to authorize his/her own reimbursements.
4. Itemize each expense. List multiple Chart of Account codes if purchases are for multiple events or areas.
5. The form automatically totals all entries. Total can be less but must not be more than invoice/receipt totals.
6. If advance funds are needed to fund an activity (i.e. Cadet Encampments or Fundraising), or for any advance payments for estimates on repairs, etc., prepare a Check Request stating the particulars and send receipts to Wing HQ with instructions. Requestor must submit receipts immediately (within 5 days of the completion of the event). The requestor assumes all liability for all advanced funds. The requestor of advance funds will be included in the Sertifi approvals and his/her approval indicates acceptance of this liability.